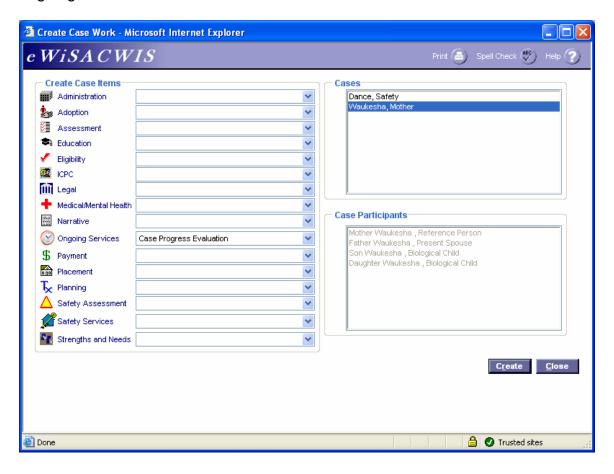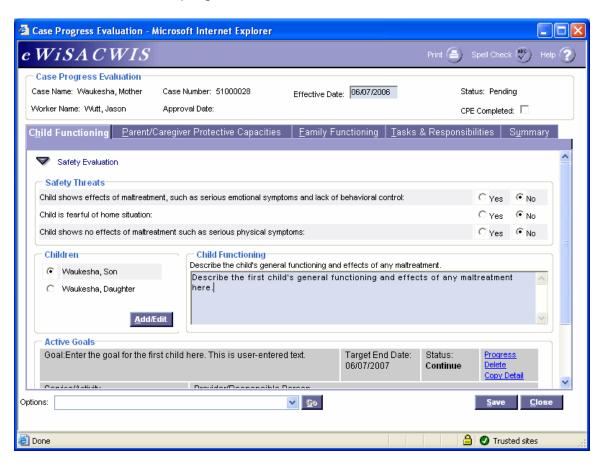# Case Progress Evaluation

The Case Progress Evaluation is created via Create > Case Work > Ongoing Services. The Case Progress Evaluation <u>cannot</u> be created without an approved Family Assessment & Case Plan or a Case Progress Evaluation already in an ongoing status.
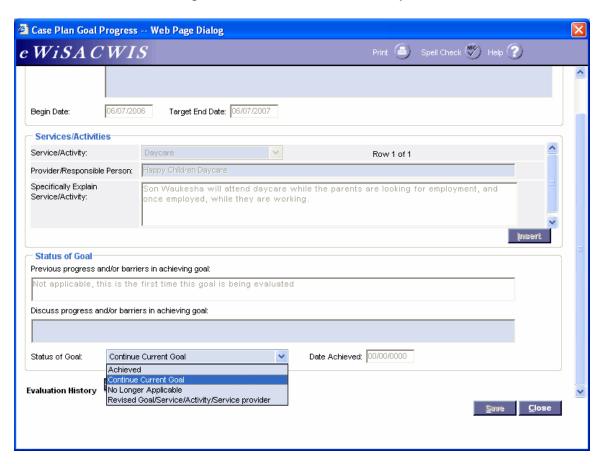
Child Functioning Tab

The Child Functioning tab will pre-fill the information from the ongoing Family Assessment & Case Plan or the ongoing Case Progress Evaluation. The pre-filled information can be updated as necessary to reflect the most accurate case plan information. Under the Active Goals section, the 'Progress' link is available on all active goals that were copied over. Any new goals added here will have a status of 'New' and the progress link will not be available.
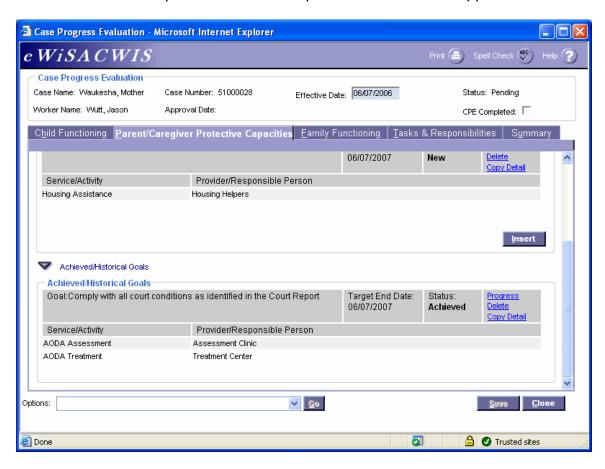
Case Plan Goal Progress Pop-Up Page

The Case Plan Goal Progress page is where the status and progress (that the participant is making toward their goal) is documented. The Goal information at the top of the page (not visible below) is pre-filled and displayed in view only mode. Under the 'Status of Goal' section, the previous status will pre-fill but the current progress narrative field will be blank and available for data entry. The Status of Goal is a drop down field with four options to select from. If Achieved is selected, the 'Date Achieved' field will become required. The Evaluation History section will display the history of that goal from all previous Family Assessment & Case Plan and Case Progress Evaluations. The History section is not editable.
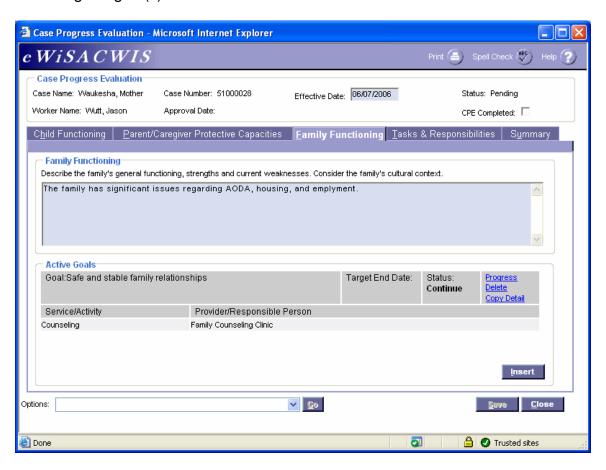
Parent/Caregiver Protective Capacities Tab

The Parent/Caregiver Protective Capacities tab functions the same as the previous tab. In this example, a new goal has been inserted and an existing goal has been set to 'Achieved'. The safety information, narrative, goals, and services/activities all pre-fill and can be updated/modified until approval.
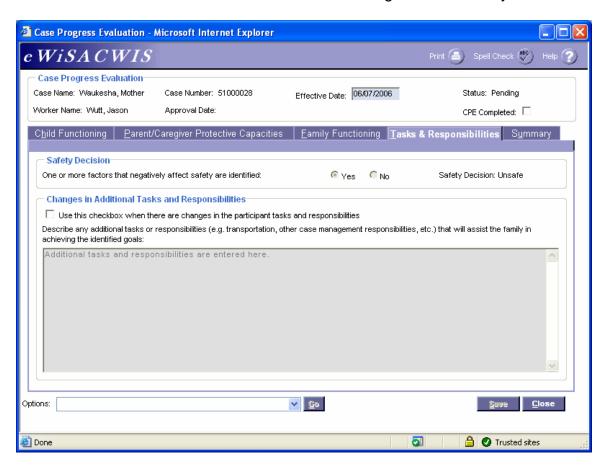
Family Functioning Tab

The Family Functioning tab also functions the same as the two previous tabs. The 'Progress' link is used to document the progress the family is making toward achieving the goal(s).

Tasks & Responsibilities Tab

The Tasks & Responsibilities tab pre-fills with previous information, check the box to enable the narrative field and document changes as necessary.

Summary Tab

The Summary tab has a narrative field for the Case Progress Evaluation Summary which is the place to document Case Closure information (where appropriate). The Family Service Level section is used to document the level of services the family requires. Once all information has been entered, the two templates should be opened from the Options drop down. The templates are: (Case Progress Evaluation Summary) and (Case Progress Evaluation, Safety Assessment & Case Closure).

Case Progress Evaluation Summary

This template contains the Goals, Services/Activities, and the Evaluation information. The narrative regarding functioning or any safety threat information is <u>not</u> included on this template.

CASE PROGRESS EVALUATION SUMMARY

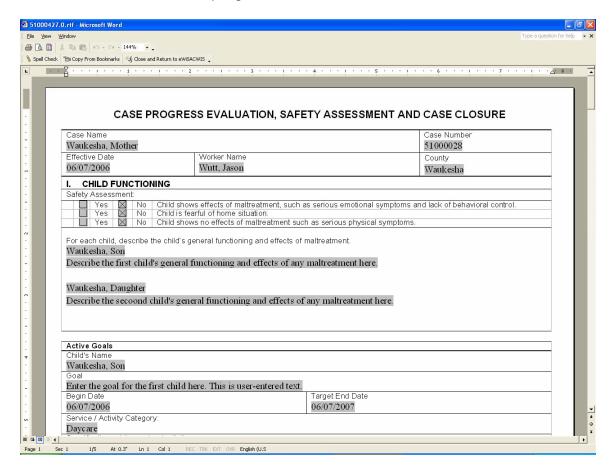| Case Name		Case Number
Waukesha, Mother		51000028

Effective Date	Worker Name	County
06/07/2006	Wutt, Jason	Waukesha

I.   CHILD GOALS

Active Goals

Child's Name
Waukesha, Son

Goal
Enter the goal for the first child here. This is user-entered text.

Begin Date	Target End Date
06/07/2006	06/07/2007

Service / Activity Category:
Daycare

Specifically explain service / activity:
Son Waukesha will attend daycare while the parents are looking for employment, and once employed, while they are working

Responsible person / provider:
Happy Children Daycare

Discuss progress and / or barriers in achieving goal:
Making expected progress.

Status of Goal
Continue Current Goal

Child's Name
Waukesha, Daughter

Goal
Enter the goal for the first child here. This is user-entered text.

Begin Date	Target End Date
06/07/2006	06/07/2007

Service / Activity Category:

Case Progress Evaluation, Safety Assessment and Case Closure Template

This template contains all of the information entered on the Case Progress Evaluation, including the functioning narrative, safety threats, goals, services/activities, and the progress information.

Completing the Case Progress Evaluation

To complete the Case Progress Evaluation, access the Safety Assessment and Plan from the desktop, complete all information and select the 'Completed' checkbox. Once the Safety Assessment & Plan has been completed and the checkbox is checked, open the Case Progress Evaluation, check the 'Completed' checkbox, and submit the work for approval.